



Kansas System of Care Parent and Youth Stipend Policy Revised April 19, 2019

Parent and Youth Stipend Policy

Definition of Stipend Purpose

Kansas System of Care values the voice of those with lived experience relevant to our identified System of Care initiatives. Our focus is to include those able to participate in the conversation from the point of view of family and youth voice and choice.

Parent and Youth Stipend for a KSOC meeting in person

Parents or youth can receive a \$75 stipend per meeting for attendance in person at each state level KSOC meeting, advisory council or event. In person attendance at official KSOC meetings where multiple locations to attend are available (even when shared via web) will be considered as in person meeting participation when a person is physically present. When multiple locations are available, the family must attend the meeting at the closest location possible. Stipend requests will be made by participants at the end of the meeting. Participation is defined as physically present and actively contributing to the meeting discussions. If more than one family member is present, the stipend will be paid to each family member who engaged in active participation in the meeting.

KSOC Travel Reimbursement Policy

Meeting attendees should travel to the nearest available location for on-site meeting participation. If travel is required the following policies will apply:

- Mileage: Reimbursement may be requested for city-to-city mileage when traveling more than 60 miles
- Lodging: Reimbursement for lodging may be requested when traveling more than 60 miles. Participants requiring lodging may request lodging arrangements be made in advance by telephoning or emailing the nearest meeting site to request accommodations prior to the meeting date

Child Care Stipend

Parents will receive a child care stipend of no more than \$50 per day for a scheduled meeting if the child is not (or multiple children are not) in school and if child care is only needed to support meeting attendance. Child care stipends must be requested in advance (email or telephone).

Virtual Participation

Parents or youth can receive a \$35 stipend for participating in a KSOC meeting or advisory council through virtual means (such as by phone or internet). Specifically, virtual participation will be defined as calling in by telephone, GoToMeeting or other means utilizing web-based chats or applications. Request for reimbursement can be made after the meeting via email or telephone by any actively contributing participant in the discussions.

Paperwork for Reimbursement

After the meeting, the participant will request reimbursement. Virtual reimbursement can be requested via email or telephone. For in person attendance, reimbursement request forms can be completed at the end of the meeting: Required for reimbursement will be a completed invoice form and a W-9 Taxpayer Identification with Social Security Number.

For state wide System of Care Advisory Council participation, Wichita State University CEI will process the stipend reimbursements.